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EYES ONLY

20 April 1964

ORD Career Panel Meeting

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PRESENT:



1. It was decided that short training courses of no more than two weeks duration will be approved by the Division Chief and Mr. Chapman. After full approval has been granted, the Panel will be notified of the action.

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2. [] will send a copy of the OTR Training Catalog to all Division Chiefs. The Division Chief will decide when one of his men should have training and what it should be.

3. The present and future status of the Secretarial Staff was discussed. It was decided that two secretaries for each office would be the minimum, and, as more are needed, slots will be opened for them.

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4. [] will check to see if it is permissible to have the efficiency reports that are prepared by each Division Chief brought to the Panel for examination and comment before they are placed in the personnel folder.

5. The next meeting of the Panel will be held on 4 May 1964 at 3 o'clock.

EYES ONLY

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